



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

AGENDA CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting

4:00 P.M.

ORDER OF BUSINESS

August 7, 2003

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ROLL CALL

Present: Commissioners Giovannetti, Hightower, Louie and Brill
Absent: Commissioner Busse

ORDERS OF THE DAY UNANIMOUSLY ADOPTED AS AMENDED

Employee Services Director Mark Danaj requested Item #3b, #3c, #3f, #3g, and #3h be deferred for additional discussion with CEO members per their request. Commission Chair Brill noted receipt of a memorandum from Employee Services noting a correction to a reallocation of position on Item 3i that was reported incorrectly as Librarian II Specialist (7233) to Librarian II (6233) and should have been reported as Library Assistant Specialist (7221) to Library Assistant (6221).

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

1. Information Only

- a. Hiring Summary – Memorandum from Employee Services Department (ES) dated July 30, 2003 listing complaints about hiring issues and a summary of hiring activity for the period June 7, 2002 through July 5, 2003, was filed.

2. Minutes of June 3, 2003 and June 5, 2003 were approved.
3. Employee Services Department report dated July 30, 2003 listing the following amendments to the classification plan, was filed, with the exception of Item #3b, #3c, #3f, #3g and #3h which were deferred to the next Commission meeting allowing further discussion with CEO. Employee Services Director Mark Danaj's memorandum dated August 1, 2003, was filed, correcting Item #3i.

New Class Specifications

- a. Library Aide PT (6217)
- b. Legal Analyst I PT (2128) **Deferred to 9/4/03**
- c. Legal Analyst II PT (2118) **Deferred to 9/4/03**
- d. Nurse Practitioner (5128) and PT (5129)

Revision of Class Specifications

- e. Nurse (5122) and PT (5123)
- f. Legal Administrative Assistant Trainee C (1165) (formerly titled Legal Secretary Trainee C) **Deferred to 9/4/03**
- g. Legal Administrative Assistant I C PT (1153) (formerly titled Legal Secretary I C PT) **Deferred to 9/4/03**
- h. Legal Administrative Assistant II C PT (1154) (formerly titled Legal Secretary II C PT) **Deferred to 9/4/03**

Reallocation of Position

- i. 00003748 ~~Librarian II (6233) [formerly Librarian II Specialist (7233)]~~ (Library)
Should read: Library Assistant (6221) [formerly Library Assistant Specialist (7221)]

END OF CONSENT CALENDAR

4. Hearings scheduled:
 - a. The hearing of the appeal of suspension of Moses Serrano, Senior Maintenance Worker (3115) was rescheduled for September 4, 2003 at 7:00 p.m. Written time waiver filed. (Adams/Highbaugh)
 - b. The hearing of the appeal of dismissal of Tina Salas, Maintenance Worker II (3114) was scheduled for September 23, 2003 at 6:30 p.m. Written time waiver filed. (Hopper/Highbaugh)
 - c. The hearing of the appeal of dismissal of Felipa Driscoll, Recreation Program Specialist (6122) was scheduled for October 6, 2003 and October 7, 2003 at 6:30 pm. Oral time waiver filed by appellant's representative, Linda Dittes. (Hopper/Dittes)

5. Long Le's appeal to the Commission via electronic mail dated June 4, 2003 regarding his inability to secure employment with the City. **Continued to September 4, 2003 with recommendation that: 1) City representatives meet with Mr. Le in the interim; 2) Mr. Le respond in writing to Employee Relations' letter dated April 7, 2003; and 3) all involved City staff be present at the next Commission meeting for further discussion on this issue.**
6. Monthly report of the Employment Oversight Committee (EOC). **The Employee Services Director reported that the EOC held discussions regarding: 1) the importance of proper advance notice to the committee prior to external recruitment proceedings; and 2) the decision to conduct audits of various departments' recruiting processes using the newly developed service level agreements.**

ORAL PETITIONS

AFSME Business Agent Linda Dittes spoke on the need for internal candidates to receive assistance in resume writing so they are able to seek promotions.

ADJOURNED at 4:43 p.m.